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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 5 December 1960

FROM : Chief, Clerical Training

SUBJECT: Weekly Activity Report, No. 43, 29 November - 7 December 1960

1. Lecture Content Verified: Mr. [REDACTED] checked the basic facts contained in the lecture on CIA organization as it is presented in Clerical Orientation Training. Changes are being made in accordance with the suggestions made by Mr. [REDACTED] 25X1A9a

2. Instructor Attending Supervision Course: Mrs. [REDACTED] member of the Clerical Training Faculty, is enrolled in the Supervision course which began on 5 December 1960. 25X1A9a

3. Instructor Leaves Clerical Training: Mrs. [REDACTED] who served on the Clerical Orientation Training staff for the last year, left this assignment on 1 December 1960. 25X1A9a

4. Number in Clerical Orientation Training: During the week of 28 November 1960, the Clerical Orientation program was not held. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.

5. Number in Clerical Induction Training: During the week of 28 November - 2 December 1960, there were 32 trainees in Clerical Induction Training; of these, 11 entered classes for the first time.

6. Results of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week 28 November - 2 December 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	4	0
Shorthand	4	0

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(b) The results of the tests administered to clerical applicants for the week 28 November - 2 December 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	12	2
Shorthand	1	0

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